

6. [REDACTED] suggested to [REDACTED] that the Division Chiefs be asked to introduce all new professionals entering on duty with their offices at the Staff Meeting. This would give management a chance to meet them and know that they are on board.

25X1A9a

7. [REDACTED] reported to the Panel that he has given the Career Development Plan draft memorandum dated 28 December 1971

25X1A9a to Dr. Stevens. [REDACTED] informed the Panel that *(Had had preliminary discussions with Dr. Stevens but* he had not received a *a detailed assessment* reply from Dr. Stevens on his views as to whether the CSP/ORD is on the right track or not. [REDACTED] also 25X1A9a

stated that he has made known to Dr. Stevens that the opinions voiced by the CSP members have been divided; some members questioned whether the CSP should implement a program of this character as stated in the memorandum.

25X1A9a 8. Discussion followed on the promotion recommendation for [REDACTED] from GS-9 to GS-10 as follows:

25X1A9a [REDACTED] is the Budget and Accounting Assistant

25X1A9a to [REDACTED] the ORD Budget and Accounting Officer, both working under the supervision of [REDACTED] C/PAS/ORD. 25X1A9a

The recommendation for promotion, prepared by [REDACTED], was 25X1A9a

25X1A9a tabled from the last meeting so that we might hear from [REDACTED]

25X1A9a [REDACTED] I am glad that you did wait. I did not see this memorandum before it was presented to the CSP.

Minutes of
15 Jan 73
Did not include

SECRET

25X1A9a 8. (Continued)

25X1A9a [REDACTED] prepared the promotion recommendation memorandum on [REDACTED] because he felt he was the only other employee from the SF Career Service in ORD and she was working for him. He did not circulate the memorandum to the C/SS/ORD or C/PAS/ORD, but handcarried it to the Executive Officer/Office of Finance. The EO/OF asked [REDACTED] to submit the promotion recommendation through the proper ORD channels.

25X1A9a [REDACTED] This memorandum was entered for CSP consideration without [REDACTED] seeing it?

25X1A9a

25X1A9a [REDACTED] seemed to feel it was right to do this because he was assigned to the SF Career Service.

25X1A9a We are not faulting [REDACTED] We are faulting [REDACTED]

25X1A9a

25X1A9a [REDACTED] I don't support any promotion action for

25X1A9a [REDACTED] or [REDACTED] For the amount of time I have been working with them, it has been apparent to me that they have been operating without any supervision, and they have been allowed to get away from doing the job that needs to be done. They are budget and finance people; they are suppose to be administering ORD funds. If they are there just to keep the account records, ORD doesn't need two people in the B&A Office. There is obviously more they should be doing as far as keeping the financial records of this office, and they should know more about what ORD is doing with their resources. I feel a GS-10 should have more of a feeling for responsibility. You are talking about promoting

25X1A9a⁸. (Continued)

[REDACTED] to a GS-10. If she is just going to do an accounting job, she shouldn't be a GS-10.

25X1A9a [REDACTED] Is she an administrative assistant?

[REDACTED] No, she is a budget and accounting assistant; she does the mechanics of the job.

25X1A9a [REDACTED] How much time does it take her to do this job?

25X1A9a [REDACTED] I don't know. I can find out.

25X1A9a [REDACTED] You're saying there isn't enough work?

[REDACTED] No, I am not saying that. I am saying that you don't need two people to do an accounting job. There are budget and finance requests and needs; responses to these don't exist in ORD.

25X1A9a [REDACTED] There are budget scales we have to respond to, and they do exist.

25X1A9a [REDACTED] Yes, there are a number of places we

25X1A9a must report to -- such as [REDACTED] and his deviation reports. ORD is reporting to a system; they are finding errors.

25X1A9a [REDACTED] is doing essentially an accountant's job, and I don't think it is deserving of a GS-10. I don't think she has performed in a superior or meritorious manner in any way to get this promotion.

25X1A9a [REDACTED], what would be the grade for this position in OEL.

25X1A9a [REDACTED] Probably the same - a GS-9.

[REDACTED] The responsibilities of an accountant's

8. (Continued)

job is normally a GS-9. Is this what you are telling me?

25X1A9a [REDACTED] Yes, normally a GS-9. You are asking me a question of classification. She is a finance assistant.

25X1A9a [REDACTED] I recommend that there should be some procedure set up so a promotion action is handled in a regular manner and doesn't surface for presentation to the CSP without the approval of the Division Chief, and that the CSP/ORD not vote on this recommendation for promotion.

25X1A9a [REDACTED] *Does the following reflect the consensus of the Panel?*
~~Do we make this statement part of the record:~~

No promotion recommendation will be forwarded to SF Career Service from the Office of Research and Development on [REDACTED]

25X1A9a

25X1A9a

[REDACTED] I think that the CSP/ORD should make the following clear on this recommendation:

(a) The promotion recommendation did not go through the formal channel of command.

(b) The position description to CSP/ORD did not warrant a GS-10.

25X1A9a

[REDACTED] Should we also add:

(c) If the person under redirection starts

8. (Continued)

performing and warrants a GS-10, ~~it~~ would be considered by the CSP/ORD.

a recommendation for promotion

25X1A9a

[REDACTED] I think we should say there was little incentive from ORD office administration to direct these people to do things. They were not getting instructions on what they were suppose to do. If this changes and the ORD B&A people start doing a budget job, ORD/CSP can take another look at it.

25X1A9a

Is there

I will make a consensus ~~for formal recommendation~~

(that the following statement)

25X1A9a

be made by

from the ORD/CSP on [REDACTED]

promotion recommendation?
as follows:

Based on present task assignment and

performance to date, the promotion recommendation from GS-9 to GS-10 to the SF Career Service in behalf of [REDACTED] is rejected.

Leave in

25X1A9a

25X1A9a

[REDACTED] I don't think we gain a whole lot by getting this on record.

25X1A9a

25X1A9a

[REDACTED] It has been taken care of now. [REDACTED] can argue with his Division Chief.

25X1A9a

[REDACTED] This should have been done before we considered the recommendation and said no. He will be banking something on the record now.

25X1A9a

25X1A9a

[REDACTED] I think [REDACTED] doesn't have the right to put any promotion recommendation before this Panel. He has the right to only discuss with me whether we should present it to the Panel. I don't think you are taking anything away from him. Before coming under my

8. (Continued)

supervision, he probably would have discussed such an action with the C/SS/ORD or the EO/ORD.

25X1A9a [REDACTED] Anybody has a right to put in a promotion recommendation. 25X1A9a

25X1A9a [REDACTED] If we were to promote [REDACTED] to a GS-10, ORD would have no ~~place~~ *slot available* for her ~~to go~~. Office of Finance would have to evaluate her against a GS-10 job somewhere else in the Agency under SF Career

25X1A9a Service. The fact that [REDACTED] went out of channels in presenting the promotion recommendation is minor. What we have discussed ~~is that~~ *concerns* here is a particular slot classified ~~in a certain way~~ *at a specific level* and the occupant, ~~who~~ *who* has performed in a certain way. We now have made a judgment on that ~~situation~~ *situation*, not that [REDACTED] went out of channels. 25X1A9a

25X1A9a It is decided then that [REDACTED] will talk to [REDACTED] about this matter and that [REDACTED] will call Office of Finance and tell them of our decision since they did receive this recommendation and recorded it.

25X1A9a 9. [REDACTED] stated that he had reported on the Career Development Plan in Item #7. [REDACTED] 25X1A9a stated that the CSP had been working on this Plan for a very long time. [REDACTED] stated that this was so - 25X1A9a two years. [REDACTED] stated that during this time he knew that it was being discussed. He felt that Dr. Stevens